

Countdown to Completion
 Vernon College
 SACS COC Fifth-Year Interim Report Process Calendar

<p>Timeline</p> <ul style="list-style-type: none"> • Vernon College – Track A Class of 2009 • Next reaffirmation (10 year) 2019 • Fifth-Year Interim Report <p>Notification letter received from SACS COC by October 15, 2013 Due Date of Fifth-Year Interim Report - September 15, 2014 Review by SACS COC – December 2014</p>
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Week of	Criteria	Presented by Primary Person
March 3	Status update and schedule narrative presentations	SACS COC Committee
March 10	Institutional Summary: <ul style="list-style-type: none"> • List of Degrees • Relationship to the U.S. Department of Education 	<ul style="list-style-type: none"> • Joe Hite and Amanda Raines • Joe Hite and Melissa Elliott
March 24	Institutional Summary: <ul style="list-style-type: none"> • History and Characteristics • Accreditation (see 3.13.a “Accrediting Decisions of other Agencies under Part III) • Off-Site Locations and Distance and Correspondence Education 	<ul style="list-style-type: none"> • Michelle Alexander and Christi Lehman • Shana Munson and Judy Ditmore • Gary Don Harkey, Bettye Hutchins and Jessica Bennett
March 25 (following President’s Team Meeting)	Clarify List of Degrees	Joe Hite, Amanda Raines, Gary Don Harkey, Shana Munson
March 31	FR 4.2, Program curriculum FR 4.4, Program length	Gary Don Harkey, Bettye Hutchins, Greg Fowler, Joe Johnston, Mark Holcomb and Karen Gragg
April 7	FR 4.7/CS 3.10.2, Title IV program responsibilities/financial aid audits	<ul style="list-style-type: none"> • Garry David, Joe Hite and Melissa Elliott
April 14	CS 3.2.8, Qualified administrative and academic officers CS 3.4.11, Qualified academic program coordinators	<ul style="list-style-type: none"> • Haven David and Toni Bell • Gary Don Harkey, Bettye Hutchins and Haven David
April 21	CR 2.10, Student support services	John Hardin III and Kristin Harris
April 28	FR 4.5 Student complaints 3.13.b Complaint Procedures	John Hardin III and Kristin Harris

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May 5	QEP Impact Report	Criquett Lehman and Betsy Harkey
May 12	FR 4.8- 4.8.1, Distance and correspondence education FR 4.8.2 FR 4.8.3	Joe Hite, Gary Don Harkey, Bettye Hutchins and Roxie Hill
May 19	CS 3.3.1 – 3.3.1.1, Institutional effectiveness: educational programs	Gary Don Harkey, Bettye Hutchins, and Roxie Hill
May 27	CR. 2.8, Number of full-time faculty	Gary Don Harkey, Bettye Hutchins and Haven David
June 2	CS 3.4.3, Admissions policies FR 4.3, Publication of policies FR 4.9 Definition of credit hours	<ul style="list-style-type: none"> • Joe Hite and Amanda Raines • Joe Hite, Gary Don Harkey and Bettye Hutchins • Gary Don Harkey, Bettye Hutchins and Shana Munson
June 9	CS 3.11.3, Physical facilities	Garry David, Gary Don Harkey and Dr. Johnston
June 16	FR 4.1, Student achievement	Betsy Harkey and Linda Haney
June 23	FR 4.6 Recruitment materials	John Hardin III, Brandi Brannon and Michelle Alexander
July to August 8 – final edits and hyperlinks by Vernon College		
August 11 to August 22 – hyperlink review, creation of flash drives and bound copies by Compliance Assist		
August 25 to September 5 – check Compliance Assist flash drives and bound copies, mail to SACS COC		

<p>Orientation and Training</p> <ul style="list-style-type: none"> • President’s Team – October 2, 2012 • Instructional Services, Division Chairs and Directors – October 25, 2012 • Primary Persons Responsible – January 4, 2013

Responsibility Matrix and Deadlines		
February 15, 2013 – Draft responses posted to shared drive (note that this date coincides with 2013-2014 general catalog deadlines)		
Fifth-Year Interim Report Requirement	Primary Persons Responsible	Date Completed
Institutional Summary		
1. History and Characteristics	Michelle Alexander and Christie Lehman	
2. List of Degrees	Joe Hite and Amanda Raines	

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3. Off-Site Locations and Distance and Correspondence Education	Gary Don Harkey, Bettye Hutchins and Jessica Bennett	
4. Accreditation (see 3.13.a "Accrediting Decisions of other Agencies under Part III)	Shana Munson and Judy Ditmore	
5. Relationship to the U.S. Department of Education	Joe Hite and Melissa Elliott	March 10, 2014
Compliance Certification		
1. CR. 2.8, Number of full-time faculty	Gary Don Harkey, Bettye Hutchins and Haven David	
2. CR 2.10, Student support services	John Hardin III and Kristin Harris	
3. CS 3.2.8, Qualified administrative and academic officers	Haven David and Toni Bell	
4. CS 3.3.1 – 3.3.1.1, Institutional effectiveness: educational programs	Gary Don Harkey, Bettye Hutchins, and Roxie Hill	
5. CS 3.4.3, Admissions policies	Joe Hite and Amanda Raines	
6. CS 3.4.11, Qualified academic program coordinators	Gary Don Harkey, Bettye Hutchins and Haven David	
7. CS 3.11.3, Physical facilities	Garry David, Gary Don Harkey and Dr. Johnston	
8. FR 4.1, Student achievement	Betsy Harkey and Linda Haney	
9. FR 4.2, Program curriculum	Gary Don Harkey, Bettye Hutchins, Greg Fowler, Joe Johnston, Mark Holcomb and Karen Gragg	
10. FR 4.3, Publication of policies	Joe Hite, Gary Don Harkey and Bettye Hutchins	
11. FR 4.4, Program length	Gary Don Harkey, Bettye Hutchins, Greg Fowler, Joe Johnston, Mark Holcomb and Karen Gragg	
12. FR 4.5 Student complaints	John Hardin III and Kristin Harris	
13. FR 4.6 Recruitment materials	John Hardin III, Brandi Brannon and Michelle Alexander	
14. FR 4.7/CS 3.10.2, Title IV program responsibilities/financial aid audits	Garry David, Joe Hite and Melissa Elliott	
15. FR 4.8- 4.8.1, Distance and correspondence education	Joe Hite, Gary Don Harkey, Bettye Hutchins and Roxie Hill	
FR 4.8.2	Joe Hite, Gary Don Harkey, Bettye Hutchins and Roxie Hill	
FR. 4.8.3	Joe Hite, Gary Don Harkey, Bettye Hutchins and Roxie Hill	

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16. FR 4.9 Definition of credit hours	Gary Don Harkey, Bettye Hutchins and Shana Munson	
17. 3.13.1, Policy Commission:		
3.13.a Accrediting Decisions of other Agencies	Shana Munson and Judy Ditmore	
3.13.b Complaint Procedures	John Hardin III and Kristin Harris	
3.13.c Reaffirmation of Accreditation and Subsequent Reports	Betsy Harkey and Dr. Johnston	
3.13.4 Review of distance learning programs As of the document edited October 2013, this requirement was integrated as part of the response for CR 2.8, CR 2.10, CS 3.3.1.1, CS 3.4.11, CS 3.11.3 and FR 4.2-4.9 (see Directions and Guidelines for Completion of Part III...)	Gary Don Harkey, Bettye Hutchins, Roxie Hill and Jessica Bennett	
QEP Impact Report – note: report only, does not require a response	Criquett Lehman and Betsy Harkey	

<p>Resources (note that several updates were posted on the SACS COC website after the October 2012 orientation)</p> <ul style="list-style-type: none"> • SACS COC Fifth-Year Interim Report http://www.sacscoc.org/FifthYear.asp which includes information, forms and timelines • Accrediting Standards http://www.sacscoc.org/principles.asp • Resource Manual http://www.sacscoc.org/handbooks.asp • Handbook (not as up to date as Resource Manual) http://www.sacscoc.org/handbooks.asp • Templates (always review to ensure up to date with current requirements) http://www.sacscoc.org/cctemplates.asp • SACS COC Policies and Publications (includes Commission policies, guidelines, good practices and policy statements) http://www.sacscoc.org/policies.asp#policies • Vernon College SACS COC website http://www.vernoncollege.edu/SACSCOC/home.aspx
